

**Court of Appeal
Fourth Appellate District, Division Three
601 West Santa Ana Blvd.
Santa Ana, Ca 92701
(714) 571-2600**

Today's Date: _____

RE: Case Name: _____
Case Number: _____
Lower Court Case Number: _____

If you wish to participate in oral argument, you must file this request within 15 days from the date the last respondent's brief is filed and attach a proof of service on opposing counsel. If oral argument is requested, the case will likely be set for oral argument within the next four months.

Attorney Requesting: _____
Party Representing _____ Time Estimate: _____

Please notify the court of any dates you are unavailable to appear within the next four months, and we will try to accommodate your schedule. _____

Please indicate the case number(s) of any action in the Court of Appeal or Superior Court that would be considered a companion case to this action. _____

If you do not request oral argument within the time specified above, oral argument will be deemed waived. If oral argument is waived, the case will likely be submitted within the next four months.

Any request for a continuance of oral argument must be made no later than 15 days after the date we mail the oral argument calendar to you. A request for a continuance submitted later will be considered only if it is necessitated by an emergency. Any request for a continuance must include a declaration stating whether opposing counsel agrees to or opposes a continuance.

If your case settles after you receive the oral argument calendar, you must immediately notify the court by telephone. (Cal. Rules of Court, rule 8.244(a)(2).) Failure to give timely notice of a settlement may result in the imposition of sanctions. (Cal. Rules of Court, rule 8.276.) Such sanctions may include an amount payable to the clerk of this court for the cost to taxpayers for processing the appeal.

This letter may be e-filed in accordance with the electronic filing procedure located at this court's web site:
<http://www.courts.ca.gov/9408.htm>

Kevin J. Lane
Clerk/Administrator